



Heritage Park & Museums

St. Raymond Church

How Do I Reserve the Facility?

Rentals are only taken in person at the **Shannon Community Center** up to one (1) hour before closing. A valid photo ID and security deposit are required for all reservations.

How Much is the Security Deposit?

A \$250.00 security deposit is required at the time of the booking. The deposit **does not** apply towards hourly rental fees. The deposit is refunded 4-6 weeks after the rental date given cleanup requirements are met, and rental does not exceed reserved hours.

Rental Hours:

- Sunday – Thursday from 8:00AM to 10:00PM
- Friday and Saturday from 8:00AM to 12:00AM

Minimum Rental Period:

- October – April is two (2) hours
- May – September is six (6) hours & **must use the Private Party Package** (see below)

How Far in Advance Can You Book?

- Dublin Residents – up to one (1) year in advance
- Non-Residents – up to nine (9) months in advance

How Much Does It Cost? (*For other pricing, please view Facility Rental Rates Sheet)

- Dublin Residents (Group 3): \$60.00 per hour from October through April
- Non-Residents (Group 3): \$72.00 per hour from October through April

What is the Private Party Package?

The private package rental includes use of St. Raymond Church, the Kolb Sunday School Barn, the picnic area and front lawn, restroom facilities, and requires a security deposit of \$750.00.

- Dublin Residents (Group 3): \$1,240.00 for the six-hour (6) rental period and \$230.00 per hour after six (6) hours.
- Non-Residents (Group 3): \$1,488.00 for the six-hour (6) rental period and \$276.00 per hour after six (6) hours.

What is the Capacity of the Church?

Maximum occupancy is 84.

**When Can I Come in to Setup or Cleanup?**

You can only access the facility during the hours you have booked the room. This includes setup (caterer, band, florist, coordinator, etc.) and cleanup (trash pickup, cleaning, etc.).

Do I Need Insurance?

Insurance is required for every event. You may purchase Special Event insurance through the City of Dublin, or you can purchase insurance that meets City requirements through your own agent.

*Hours of operation for **Shannon Community Center:**

Monday – Friday 8:00AM – 5:00PM

*Rental applications are taken up to one (1) hour before closing.



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Kolb Sunday School Barn

How Do I Reserve the Facility?

Rentals are only taken in person at the **Shannon Community Center** up to one (1) hour before closing. A valid photo ID and security deposit are required for all reservations.

How Much is the Security Deposit?

A \$500.00 security deposit is required at the time of the booking. The deposit **does not** apply towards hourly rental fees. The deposit is refunded 4-6 weeks after the rental date given cleanup requirements are met, and rental does not exceed reserved hours.

Rental Hours:

- Sunday – Thursday from 8:00AM to 10:00PM
- Friday and Saturday from 8:00AM to 12:00AM

Minimum Rental Period:

October – April is two (2) hours

May – September is six (6) hours & **must use the Private Party Package** (see below)

How Far in Advance Can You Book?

- Dublin Residents – up to one (1) year in advance
- Non-Residents – up to nine (9) months in advance

How Much Does It Cost? (*For other pricing, please view Facility Rental Rates Sheet)

- Dublin Residents (Group 3): \$170.00 per hour from October through April
- Non-Residents (Group 3): \$204.00 per hour from October through April

What is the Private Party Package?

- The private package rental **with use of St. Raymond Church**, the picnic area and front lawn, and restroom facilities requires a security deposit of \$750.00.
 - Dublin Residents (Group 3): \$1,240.00 for the six-hour (6) rental period and \$230.00 per hour after six (6) hours.
 - Non-Residents (Group 3): \$1,488.00 for the six-hour (6) rental period and \$276.00 per hour after six (6) hours.
- The private package rental **without St. Raymond Church** includes the picnic area and front lawn, and restroom facilities and requires a security deposit of \$500.00.
 - Dublin Residents (Group 3): \$918.00 for the six-hour (6) rental period and \$170.00 per hour after six (6) hours.
 - Non-Residents (Group 3): \$1,101.00 for the six-hour (6) rental period and \$204.00 per hour after six (6) hours.

**What is the Capacity of the Barn?**

Maximum occupancy is 88 for dining, and 120 for assembly.

When Can I Come in to Setup or Cleanup?

You can only access the facility during the hours you have booked the room. This includes setup (caterer, band, florist, coordinator, etc.) and cleanup (trash pickup, cleaning, etc.).

Do I Need Insurance?

Insurance is required for every event. You may purchase Special Event insurance through the City of Dublin, or you can purchase insurance that meets City requirements through your own agent.

*Hours of operation for **Shannon Community Center:**

Monday – Friday 8:00AM – 5:00PM

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